

ALL SOULS

Our Vision - 'All for Jesus'

Job Description – HR Officer

Job Title:	HR Officer
Contract:	Permanent
Band:	Band 5-6
Salary:	£27,000-£34,000 + LLA £3,940 dependent on experience and CIPD qualification
Location:	In and around All Souls Parish
Hours:	35 per week
Department:	Support
Reports to:	Head of People and Culture
Annual Leave:	25 days, plus bank holidays

Role Summary

This is a full time (35 hours) role. The role holder is responsible for running the HR function at All Souls, supported by and reporting to the Head of People and Culture. The HR Officer oversees all day to day HR activities that support staff in the entirety of their employment lifecycle, from the first contact in the recruitment process, through their time working at All Souls, to managing their exit. The role involves giving HR support and guidance to all staff members across the parish, supporting HR processes such as disciplinary or grievance procedures, as well as being the first point of contact for staff members with confidential issues relating to the workplace. They are expected to keep abreast changes in employment law and HR best practice, ensuring that the staff handbook and internal processes reflect these changes

All Souls employs 60+ staff in many different capacities; full time and part time employed staff, casual contracts, operational staff, lay ministers and clergy. The post holder is required to understand each worker category and support all staff in every HR function for All Souls. Additionally, the post holder will support the All Souls Serve the City and Langham Arts Trust charities with their recruitment and selection processes and advise on day to day HR matters and issues where requested.

The HR officer is part of the All Souls staff team supporting the ministry of the church, being part of team fellowship and prayer groups. The staff, church officers and wider church family work together to deliver our vision and, as we do so, we are able to live out our Christian beliefs in every aspect of the daily life of the church. As a senior member of the staff team the HR Officer will play a full part in the life of the Church, including weekly staff fellowship and prayer groups, occasional attendance at the Prayer Gathering and on occasions representing the church externally

External Legal Consultants as well as the HR and Remuneration Committee and the Diocese of London HR department are available to provide advice as required.

Key networks

London Diocese HR support

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Keelys Solicitors (HR advice)
 Birketts Solicitors (Sponsor management advice)
 The Advisory, Conciliation and Arbitration Service (ACAS)
 Certified Institute of Personnel Development (CIPD)

Key working relationships

Line Managers
 Head of People and Culture
 Director of Operations
 Rector
 Church Wardens
 Director of All Souls Serve the City (ASSTC)
 Music Department Manager
 HR and Remuneration Committee

Person Specification

	Essential	Desirable
Qualifications & experience		
A degree in social science or equivalent work experience	✓	
Level 3 CIPD Associate diploma in People Management, HR Practice or equivalent qualification	✓	
Level 5 CIPD Associate diploma in People Management, HR Practice or equivalent qualification		✓
Up to date knowledge of current HR legislation and its application to a faith charity, including statutory compliance areas	✓	
Knowledge of employee engagement, employee relations, people analytics, talent management; and/or experience of working in an HR role having done these	✓	
Experience supporting Continuing Professional Development, eg using opportunities to learn, undertaking further formal training, attending conferences.		✓
Experience advising senior stakeholders (senior leadership, trustees)	✓	
Ability to make appropriate judgements as to when the complexity of the issue requires advice from professional advisors	✓	
Skills		
Excellent interpersonal and listening skills, empathetic and approachable	✓	

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Able to handle confidential information with respect, sensitivity and in line with GDPR guidelines	✓	
Able to challenge, including senior staff, on HR issues with confidence and respect	✓	
Able to work independently and as a team	✓	
Able to see potential problems and be proactive in identifying solutions to avoid escalation	✓	
Excellent record keeping with broader administrative competence	✓	
Able to plan and deal with competing priorities		✓
Strong problem solving skills and a can do attitude which identifies solutions to issues as they arise rather than pointing out the problem		✓
Christian Commitment and Personal Qualities		
Totally committed to the evangelical Christian stance and mission of All Souls Church	✓	
Join All Souls Church as your regular place of worship		✓
Ability to work alongside others while demonstrating Christian principles and behaviours	✓	
Personal commitment to corporate prayer by prioritising attendance at staff prayer groups and meetings	✓	
Able to handle delicate and potentially stressful situations with tact and wisdom whilst remaining calm	✓	
Able to build solid, trusting relationships across all levels of an organisation	✓	
Confident in using data and sourcing information, as well as using sound reasoning and logical thinking to make informed decisions	✓	

Details of role

Provide support and advice using up to date knowledge of HR legislation and best practice developing templates for job descriptions, adverts, interview questions, contracts, employee relations procedures, and any other areas of staff recruitment and employee management as required.

Oversee, support and advise on the whole employee lifecycle from onboarding to leaving well including:

- Recruitment and selection - supporting and guiding line managers through the whole process and inputting into the creation and shaping of recruitment / selection strategies

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- Responsible for ensuring all staff are given an induction, contract and job description and that line managers manage the probationary period appropriately
- Manage the exit interview process personally carrying out exit interviews as required
- Contract management including Visa Sponsor management administration
- Monitor workforce information including personnel file management, workforce statistics eg sickness, annual leave, thrive compliance; analyse the data and identify any ongoing issues that require addressing.
- Manage the Employee relations function including sickness management, maternity and paternity leave, disciplinary, capability and grievance hearings and any organisational change processes including potential redundancies.
- The Thrive programme - assisting with appraisals, reviews, personal development plans as well as working with the Director of ASSTC and the Director of Operations at All Souls to continue and develop the Thrive programme
- Review the HR policies, procedures and the HR content of the staff handbook keeping the relevant ones updated in line with employment law and best practice.

Support employee engagement and wellbeing, assisting line managers to ensure their staff know what is expected of them, have the right skills and tools to perform their jobs to the best of their ability and able to learn and thrive in a supportive and conducive working environment. The HR Officer encourages staff to participate in team activities including staff prayer groups and wider aspects of ministry across the church.

Be the point of contact for members of staff housed in All Souls properties where any issues arise, being the liaison person between the All Souls Buildings Department and housed staff.

Active member of the HR & Remuneration Committee and acting as Secretary as required. Prepare written staffing reports for the HR & Remuneration Committee and PCC.

All Souls Today

In the centre of London's West End, All Souls Langham Place is a conservative, Anglican evangelical church. At the heart of all we do as a church is our desire to be 'All for Jesus!'

We are deeply grateful for a diverse and international church family, a rich heritage and an exciting location and seek to use all God has given us in the extension of Christ's Kingdom. We recognise that we are only a small part of God's worldwide Church, so we aspire to a generosity and graciousness in our fellowship with other Churches while submitting ourselves to the authority of God's unchanging Word.

We believe that Jesus is for all and we long to be all for Jesus.

To find out more about our vision and values please visit allsouls.org/vision